

CENTRAL INTELLIGENCE AGENCY

2 July 1958

MEMORANDUM FOR: Assistant Director, OO

SUBJECT : Dissemination and Control of CIA Produced
Translations

REFERENCE : Policy on Dissemination of CIA Translations to
the Public Approved by DCI 7 June 1958.

25X1A This memorandum outlines the manner in which reference policy is to be implemented. Pursuant to our telephone conversation, it was coordinated with [REDACTED] Acting Chief, Foreign Document Division. He concurred in it on behalf of your office.

In addition to procedures for dealing with the problem of disseminating to the public, the memorandum incorporates what controls will be exercised over CIA translations of any security classification which are disseminated to the intelligence community and to other departments and agencies of the government.

Policy Within the IAC

1. The Office of Central Reference shall determine the recipients of CIA translations in accordance with the reading requirements on file with it from the various components of CIA and the members of the IAC.
2. OCR shall set the quantities in which forthcoming CIA translations shall be printed by Printing and Services Division, Office of Logistics, and arrange for their distribution, stock control and supplemental distribution thereafter.
3. OCR shall index translations by subject, as appropriate, and provide retrieval service through its library and specialized register services. FDD shall maintain at its discretion an index of its translations by author and title and general subject which both offices may use as appropriate for reference purposes. FDD shall have primary responsibility for the announcement of new translations through the medium of its Consolidated Translation Survey (CTS).

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Policy towards Non-IAC Agencies and the Public

4. OCR shall negotiate translation service arrangements with co-operating agencies within the following general guide lines:

a. Release of CIA translations:

OCR, in coordination with FDD, shall as a rule seek to provide master copy of FID translations and announcement lists to any cooperating agency viz, OTS and LC, for printing and distribution to the public under the attribution of that agency.

b. IAC requirements for translations:

Transmittals of master copy of translations shall be accompanied by an OCR requirement specifying the number of copies of the printed publication to be provided OCR for dissemination throughout the IAC.

c. Reference service:

The cooperating agency shall have responsibility for the satisfaction of reference questions concerning translations, except that unusual questions may be referred by it to FDD and by FDD to OCR with service contingent on the circumstances of the request and CIA capabilities at the time.

d. Miscellaneous dissemination:

OCR may arrange for the dissemination of individual copies of unclassified CIA translations to non-IAC agencies and to non-governmental organizations and individuals.

e. Access to IAC translations:

Non-IAC agencies (OTS and LC) undertaking to build systematic collections of unclassified IAC translations shall negotiate the procurement of such translations directly with the source agency.

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Attribution to CIA

6. Until further notice by OCR, all FDD unclassified periodicals (e.g., Consolidated Translation Survey) will be disseminated to the public via OTS without attribution to CIA, with the exception of the Scientific Information Report.
7. The Scientific Information Report series will be made available to the public via OTS. It will bear attribution to CIA, with appropriate notice to recipients as to how this publication may be obtained from an agency other than CIA (presumably OTS, or possibly GPO).

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Paul A. Borel
Assistant Director
Central Reference

cc: DD/I
FDD/O

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